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OSA-1549-65

6 April 1965

5X1	SUBJECT: Assignment of Technical Representative of the Contracting Officer TO:	
	1. In accordance with authority vested in me as Contracting Officer, I hereby designate	25X1 ILLEGIB 25X1
5X1 ~	a. Authorize general development efforts in an entire technical area; authorize specific projects within an authorized technical area when the cost of the specific project is estimated to or more (i. e. a Significant Project); and to authorize projects within an authorized technical area when the estimated cost of the specific project is estimated to be less than All such authorizations given the Contractor must be promptly confirmed by a Work \(\nabla \) Order signed by the Technical Representative of the Contracting Officer.	.1
	b. Authorize changes and request additional work within the general scope of existing Work Orders and authorize increases or decreases in estimated costs of performing such Work Orders as amended. Terminate any Work Order when it is determined that the effort thereunder is no longer required by the Government. All changes and requests for additional work authorized under existing Work Orders and all termination notices thereunder must be promptly confirmed by amended Work Orders signed by the Technical Representative of the Contracting Officer.	
5X1	2. It will be noted under Paragraph 2, AUTHORIZATION TO PROCEED, in Exhibit "A" to Contract that the Contractor shall undertake development efforts under the contract only pursuant to specific authorization of the Technical Representative of the Contracting Officer.	
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OSA-1406-65 Copy 2 of 4

29 March 1965

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Gentlemen:

Reference is made to your letter, dated 28 December 1964, regarding the proposed discontinuation of the monthly progress report and to the discussion of this subject at the meeting held on 25 and 26 February 1965 between yourself and our technical representative, Mr.

We do not concur in discontinuing the monthly progress report. This monthly report is in many cases the only document that the individual project monitor has to justify current PAR expenditures.

It is requested that the monthly reports contain a summary of the work performed during the reporting period showing both progress and problems incurred. Previously reported matters should not be repeated each month unless some significant change has occurred. When new PAR's are proposed, or when a significant change is made in the overall estimated cost of a specific PAR ______ is considered significant), an "Estimated Summary" sheet similar to that shown in the attached sample is requested. Labor and burden should be shown as separate items. In the event that the summary sheet may be the first one on an existing PAR it should clearly show both the previous estimate and newly estimated items for comparison.

It is realized that this will require more of the project engineer's time, but it is essential that our project monitors have this information as a basis for taking the appropriate action on each specific task.

Very truly yours,

SIGNED
Contracting Officer

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